

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 12: Foster Family Home Licensing	Effective Date: 3/1/07
	Section 17: Probationary Status	Version: 1

POLICY

The Indiana Department of Child Services (DCS) Central Office Licensing Unit Manager or designee may revise a license for a probationary status upon recommendation from the local DCS office director, the director's designee, or from a LCPA.

A licensee with a current valid license may be revised for a probationary status. The probationary status:

- Will be issued for a specific time period, not to exceed twelve (12) months
- May not extend past the expiration date of the license
- May be issued to any licensee if:
 - The non-compliance does not present an immediate threat to the safety, health or well-being of the child(ren)
 - The licensee files a plan with the Central Office Licensing Unit to correct the areas of non-compliance within the probationary period
 - The Central Office Licensing Unit approves the plan

The licensing worker can recommend the closure of a license for failure to respond or revocation of the license of any licensee who fails to meet the terms of the corrective action plan within twelve months. Refer to separate policy, Chapter 12, [Revocations](#).

Code Reference

[IC 31-27-4-17: Probationary status; duration; expiration; extension](#)

PROCEDURE

The licensing worker may request a probationary status for a resource family home by completing the following steps:

1. Work with the family to create a plan of correction
2. Enter the plan for corrective action in the Narrative in ICWIS
3. Submit to the local DCS office or LCPA director the licensee's required plan of correction stating the non-compliance, the method of correction, and the date that compliance will be achieved
4. DCS local offices will submit the request for the probationary status to the DCS local office director/designee for approval prior to submission to the Central Office Licensing unit
5. LCPAs will submit the request for the probationary status to the Central Office Licensing Unit for approval

The Central Office Licensing Unit Manager will:

1. Within 30 days approve or deny the request for the probationary status

Upon approval of the probationary status the licensing worker will:

1. Print the revised license with the original effective dates and mail to the licensee
2. Request a Central Office Licensing Unit override of the effective date

Upon denial of the probationary status, the licensing worker will:

1. Process the recommendation for revocation in ICWIS. Refer to separate policy, Chapter 12, [Revocations](#)

At the end of the probationary status period, the licensing worker will take one of the following actions:

1. Upon successful completion of the corrective action plan:
 - a. Enter the family's compliance in the Narrative in ICWIS
 - b. DCS local offices will submit the request for reinstatement of the original license to the DCS local office director/designee for approval prior to submission to the Central Office Licensing Unit
 - c. LCPAs will submit the request for reinstatement of the original license to the Central Office Licensing Unit for approval
 - d. The Central Office Licensing Unit Manager will:
 - i. Within 30 days approve or deny the request for licensure reinstatement
 - ii. Print and mail a license to the family if the request has been approved
2. Upon family's non-compliance:
 - a. Process the recommendation for revocation in ICWIS. Refer to separate policy, Chapter 12, [Revocations](#)

PRACTICE GUIDANCE

- N/A

FORMS AND TOOLS

- N/A

RELATED INFORMATION

Examples of the use of a probationary status:

- Lack of training hours
- Not fulfilling other licensing requirements
- Licensing complaints